POSITION TASK BOOK FOR THE POSITION OF

National Qualification System
RAPID NEEDS ASSESSMENT TEAM LEADER

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1. Competency: **Assume position responsibilities**

Description: Successfully assume the role of Rapid Needs Assessment (RNA) Team Leader and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: **Ensure availability, qualifications, and capabilities of resources to complete assignment**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Determine whether an aerial assessment is necessary: ● Work with state representative to make determination	E, F, I, R		
2. Request aerial support: ● Clearly define requirements ● Report the projected area to be viewed ● Report the designated Landing Zone (LZ) ● Determine number of days the team requires the resource	E, F, I, R		

1b. Behavior: **Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Develop assignment strategies, with the state representative, for deploying team members to impacted areas to conduct situation/needs assessment.	E, F, I		

2. Competency: **Communicate effectively**

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: **Ensure documentation is complete and disposition is appropriate**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Coordinate the deployment of resources necessary to address immediate needs.	E, F, I		
5. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: ● Submit incident narrative to supervisor ● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period	E, F, I		
6. Manage and report collected assessment data to the Emergency Response Team (ERT-A) or Regional Operations Center (ROC) and the affected state Emergency Operations Center (EOC) to address immediate needs.	E, F, I		
7. Prepare documentation necessary for continuing response operations: ● Damaged infrastructure ● Extent of infrastructure damage ● Points of contact associated with damaged infrastructure and immediate needs	E, F, I		

2b. Behavior: **Communicate incident priorities and operations**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Inform agency representatives of team availability.	E, F, I		
9. Refer media inquiries to the Public Information Officer (PIO).	E, F, I		

2c. Behavior: **Coordinate assessment process with designated State Representative**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Coordinate with state representative to determine which local official's team members should review the disaster area.	E, F, I		
11. Coordinate with state representatives to identify potential gaps in information to produce an accurate field assessment.	E, F, I		

3. *Competency:* Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame

3a. *Behavior:* Supervise the overall RNA team operations and assessment process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Demonstrate general knowledge of Geographic Information Systems (GIS) and GPS.	E, F, I		
13. Demonstrate knowledge of issues affecting life safety, critical infrastructure, and human needs, such as transportation infrastructure issues and public utility infrastructure issues.	E, F, I		
14. Identify target areas for assessment in the disaster area.	E, F, I		
15. Provide technical information and training regarding RNA activities: ● Assessing safety of damaged infrastructure ● Assessing extent of infrastructure damage ● Determining immediate needs of the jurisdiction	E, F, I		
16. Review, analyze, and transmit incoming assessment information.	E, F, I		
17. Select a Technical Specialist to manage each vehicle.	E, F, I		
18. Set up a base of operations.	E, F, I		
19. Supervise team as it collects and provides information to determine requirements for critical resources to support emergency response activities: ● Imminent hazards ● Boundaries of affected area: geographical, political, hazard ● Local/state resource levels: personnel, materials, equipment ● Population information ● Special facilities ● Essential facilities: shelters, food distribution centers, hospitals, police stations, fire stations, government offices, EOC	E, F, I		

4. Competency: **Lead assigned personnel**

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: **Ensure the health, safety, welfare, and accountability of assigned personnel**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Ensure all team members have appropriate equipment and supplies for the environment they will enter.	E, F, I		